

NOTICE TO CONSULTANTS  
REQUEST FOR CONSULTANT SERVICES

The City and County of Honolulu, Department of Transportation Services, is seeking a qualified Consultant for the TRANSPORTATION MANAGEMENT PROGRAM, TRAFFIC SIGNAL TIMING OPTIMIZATION, PHASE II project. The intent of the project is to develop and implement optimized traffic signal timing plans for approximately 208 traffic signal controllers on Oahu. Tasks shall include obtaining necessary traffic and travel time data and conducting post-implementation analysis.

The project is funded with 80% Federal Highway Administration funds and 20% local funds and shall comply with all federal and State DOT requirements.

Qualified firms interested in being considered for the above contract are invited to submit their qualifications in accordance with the Guidelines for Preparing Consultant Qualifications for Traffic Signals and Technology Division Projects. In accordance with Section 103D-304, HRS, qualifications should include the following:

- (1) the name of the firm or person, the principal place of business, and location of all of its offices;
- (2) the age of the firm and its average number of employees over the past years;
- (3) the education, training, and qualifications of key members of the firm;
- (4) the names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
- (5) any promotional or descriptive literature which the firm desires to submit, and
- (6) Federal Funds will be used for this project; therefore, the qualified firm may be required to submit DBE/WBE information.

Any inquiry regarding the project should be directed to Mr. Ty Fukumitsu at (808) 523-4589.

Traffic Signal and Technology Division  
Department of Transportation Services  
City and County of Honolulu  
650 So. King Street, 3<sup>RD</sup> Floor  
Honolulu, Hawaii 96813  
Attn: Ty Fukumitsu

Six copies of the qualifications should be sent to:

Melvin N. Kaku, Director  
Department of Transportation Services  
City and County of Honolulu  
650 So. King Street, 3<sup>rd</sup> Floor  
Honolulu, Hawaii 96813

and must be received no later than 4:30 P.M., November 16, 2006.



MARY PATRICIA WATERHOUSE, DIRECTOR  
Department of Budget and Fiscal Services  
By order of MUFI HANNEMANN, MAYOR  
City and County of Honolulu



## GUIDELINES FOR PREPARING CONSULTANT QUALIFICATIONS FOR TRAFFIC SIGNALS & TECHNOLOGY DIVISION PROJECTS

The Department of Transportation Services (DTS) Traffic Signals and Technology Division (TS&T), has developed guidelines to standardize the preparation of consultant proposals. The purpose of these guidelines is to help assure consistency in format and content of consultant qualifications submitted to DTS TS&T. This process should reduce the time requirements for the consultants in preparing a proposal and will simplify the review process by DTS personnel.

In order for DTS's consultant selection committee to evaluate each qualification properly, it is very important each submittal be clear, concise, and follows the recommended format. A maximum total of 100 points is available for each proposal. Points for each section are as shown in the following table.

As part of the initial evaluation process, DTS may conduct interviews (over the telephone for out-of-County firms) with all firms showing interest in this project. DTS will then conduct interviews (over the telephone for out-of-County firms) with at least three of the top-rated firms to consider anticipated concepts and compare alternative methods for furnishing services. DTS will provide an outline of the desired scope of services to these firms for their preparation. The City shall negotiate a contract with the first ranked firm, and continue with other firms in order of their ranking if a satisfactory contract cannot be negotiated.

### QUALIFICATIONS FORMAT REQUIREMENTS

The qualification shall be limited in length as shown below:

Criteria	Points	Max. No. of Pages
Introductory letter, number of years in business, references and office locations		2
Professional qualifications necessary for satisfactory performance of required services		
Specialized experience and technical competence in the type of work required, including, where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials	45	4
Capacity to accomplish work in the required time	22	2
Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules	23	2
Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.	10	2

MAXIMUM TOTAL	100	12*
Appendix: Resumes of key personnel		1 pg/person Max.
Appendix: Company Brochure (optional)		

- \* Number of pages per proposal may vary depending on the nature of the project or service contract, but must total no more than 12 pages and no more than the maximum number of pages per criteria shown in the above table, excluding appendices, table of contents, and tabs.

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times font, or similar, preferred). Any proposal exceeding the 8-page limit, unless otherwise stated in RFP, receives a 5-point penalty for each page over the limit.

After the award of the project, any change in key personnel shall be approved in writing by the City.

## QUALIFICATIONS EVALUATION CRITERIA FOR CONSULTANT SERVICES

The criteria presented below will be used for evaluating interested consultants:

### 1. Professional qualifications necessary for satisfactory performance of required services.

The project engineer must have experience in managing projects of similar nature and scope, and shall be a professional engineer licensed in the State of Hawaii unless stated differently in the RFQ. The project engineer's resume must be included in the appendix.

The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel, or sub consultants. The qualification shall identify the project team composition, project leadership, reporting responsibilities, and address how subconsultants will fit into the management structure. Resumes of the key team members, limited to one page per person, must be included in the appendix.

Note: This information includes the qualifications of the individuals and subconsultants, and a list of applicable past projects the consultant worked on. The selection is made on the team, and not just the prime consultant.

### 2. Specialized experience and technical competence in the type of work required, including, where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials.

List the specialized experience and technical competence of the team members (consultants and subconsultants) in traffic signal timing and implementation, data collection, and analysis.

### 3. Capacity to accomplish the work in the required time.

The consultant must demonstrate that sufficient knowledgeable staff is available and that any subconsultant hired by the consultant is experienced and capable of performing the work.

The consultant shall include a list of current projects, which includes the start and estimated consultant contract completion dates of the projects. The consultant shall also identify the key team members, including the project manager and any subconsultants.

4. **Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.**

The consultant shall include a list of all similar projects that the consultant worked on and successfully completed. Include the name, contact person, and phone number of the Government and/or private agencies, and how they dealt with cost control and schedule compliance issues.

5. **Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.**